

PERSON PROFILE

GOOD RELATIONS WORKER

The Person Profile shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the profile, drawing upon all of your experience, whether at work or on a voluntary basis.

Selection Criteria	Essential	Desirable
Attainments		
Minimum Level 3 in Training and Development (or equivalent)	Yes	
Experience in developing and designing good/community relations training materials	Yes	
At least three years' experience of delivering training programmes	Yes	
Experience of writing funding applications/tenders		Yes
Research Skills/Methods experience	Yes	
Knowledge of		
Voluntary and community sector	Yes	
Cultural awareness and community co-operation.	Yes	
Good /Community Relations Funding opportunities	Yes	
Skills		
Ability to adapt training materials in order to meet individual/group needs.	Yes	
Excellent organisational and planning skills with ability to prioritise and manage time effectively	Yes	
Ability to initiate and maintain good working relationships with individuals/organisations	Yes	
ICT (word, internet, email and file management)	Yes	
Demonstrate Social Media skills	Yes	
Ability to communicate clearly both orally and in writing to meet internal and external requirements	Yes	

Qualities		
Willingness and ability to work as a team	Yes	
Willingness and ability to work on own initiative.	Yes	
Committed to WRDA's ethos and values	Yes	
Other		
Willingness and ability to travel throughout Northern Ireland	Yes	
Clean driving licence and access to car	Yes	
Willingness and ability to work flexible hours & as an accountable Team member	Yes	